

Newly Elected Trustees

W. Tyler Michael, CPA
Assistant Director of Audit Services

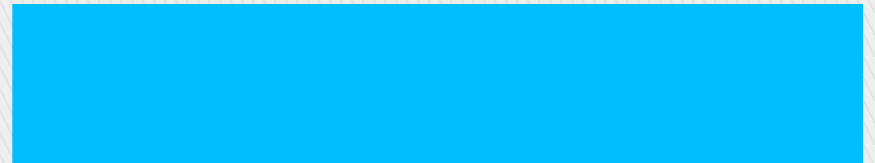
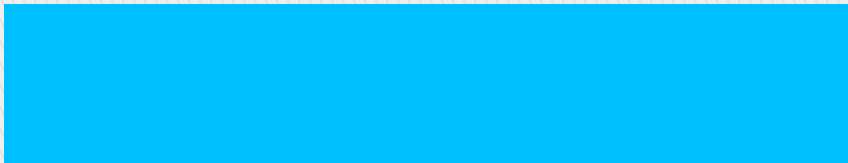
Contact Information

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SBOA Resources

 www.in.gov/sboa

SBOA Resources

- ▶ Accounting and Uniform Compliance Guidelines Manual for Townships
- ▶ Township Bulletin
 - Quarterly Publication
 - March
 - June
 - August
 - November

Website

The screenshot shows the homepage of the Indiana State Board of Accounts (SBOA) website. The browser address bar shows 'http://in.gov/sboa/'. The website header includes the 'IN.gov' logo, a navigation menu with links like 'Text', 'Find an Agency', and 'Find a Person', and a search bar. Below the header is a dark red banner with the text 'Indiana State Board of Accounts' and an 'Expand / Collapse' button. The main content area is divided into three columns. The left column contains a 'SBOA HOME' section with links to 'About SBOA', 'Units We Audit', 'Career Opportunities', and 'Contact Us', followed by a 'FORMS, PUBLICATIONS & RESOURCES' section with links to 'Audit Reports', 'Manuals', 'Quarterly Publications', 'Gateway', 'Filed Annual Reports', 'Guidelines for Independent Auditors', 'Non-Governmental Entity Audit Process', 'Electronic Forms', 'Meeting Materials', 'Electronic and Digital Signatures', 'Valuation of Capital Assets', 'Calendar', and 'Resources'. The middle column features a 'Mission Statement' section with a paragraph about the agency's role and a list of current board members: Paul Joyce, Mike Bozymski, and Tammy White. The right column has an 'Online Services' section with links to 'Audit Report Filings', 'Forms.IN.gov', and 'Rules.IN.gov', followed by 'MORE ONLINE SERVICES' and 'SUBSCRIBER CENTER'. At the bottom right, there is a 'Top FAQs' section with a list of five frequently asked questions and a 'More FAQs' link. The website is displayed on a desktop with a Windows taskbar visible at the bottom.

http://in.gov/sboa/ SBOA: Home

Text Find an Agency Find a Person Account Center Online Services FAQs Help A A+

IN.gov A State that Works SBOA Search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Indiana State Board of Accounts Expand / Collapse

SBOA HOME

- About SBOA
- Units We Audit
- Career Opportunities
- Contact Us

FORMS, PUBLICATIONS & RESOURCES

- Audit Reports
- Manuals
- Quarterly Publications
- Gateway
- Filed Annual Reports
- Guidelines for Independent Auditors
- Non-Governmental Entity Audit Process
- Electronic Forms
- Meeting Materials
- Electronic and Digital Signatures
- Valuation of Capital Assets
- Calendar
- Resources

Mission Statement

As an agency of the executive branch, the State Board of Accounts audits the financial statements of all governmental units within the state, including cities, towns, utilities, schools, counties, license branches, state agencies, hospitals, libraries, townships, and state colleges and universities. The agency, as a part of the audit process, renders opinions on the fairness of presentation of the various units financial statements in accordance with the same professional auditing standards required of all independent audit organizations. Investigatory audits are performed to reveal fraud or noncompliance with local, state and federal statutes.

The current Board Members are:

- Paul Joyce, CPA, State Examiner
- Mike Bozymski, CPA, Deputy State Examiner
- Tammy White, CPA, Deputy State Examiner

Online Services

- Audit Report Filings
- Forms.IN.gov
- Rules.IN.gov

MORE ONLINE SERVICES »

SUBSCRIBER CENTER »

Top FAQs I Want To...

- Can elected officials collect unemployment if they are not re-elected?
- What items are subject to sales tax and how do we report sales tax collected?
- Who is required to complete the Entity Annual Report (E-1)?
- What is the process for preparing budgets for local governmental units?
- Why is there a delay between when the audit report is released and when it appears on the web?

More FAQs»

Other Resource!

▶ Indiana Code

- <http://iga.in.gov/legislative/laws/2014/ic/>


The screenshot displays the Indiana General Assembly website for the 2015 Session. The browser address bar shows the URL <https://iga.in.gov/legislative/laws/2014/ic/>. The website header includes the Indiana General Assembly logo and the text "Indiana General Assembly 2015 Session". Navigation tabs include "Information", "Session", "Committees", "Legislation", "Laws", and "Publications". A search bar is located on the right with tabs for "Search", "Code", "Bills", and "Legislators". Below the navigation tabs, there is a section for "Constitution", "Indiana Code", "Noncode Statutes", "Acts", and "Historical Tables". The "Indiana Code" tab is selected, and a dropdown menu shows "Select a Title...". The main content area displays the "Current Indiana Code as of the 2014 Regular Session and Technical Session" and lists the following titles:

- TITLE 1. GENERAL PROVISIONS
- TITLE 2. GENERAL ASSEMBLY
- TITLE 3. ELECTIONS
- TITLE 4. STATE OFFICES AND ADMINISTRATION
- TITLE 5. STATE AND LOCAL ADMINISTRATION
- TITLE 6. TAXATION
- TITLE 7.1. ALCOHOL AND TOBACCO
- TITLE 8. UTILITIES AND TRANSPORTATION
- TITLE 9. MOTOR VEHICLES
- TITLE 10. PUBLIC SAFETY
- TITLE 11. CORRECTIONS
- TITLE 12. HUMAN SERVICES
- TITLE 13. ENVIRONMENT
- TITLE 14. NATURAL AND CULTURAL RESOURCES
- TITLE 15. AGRICULTURE AND ANIMALS
- TITLE 16. HEALTH
- TITLE 17. REPEALED
- TITLE 18. REPEALED
- TITLE 19. REPEALED
- TITLE 20. EDUCATION
- TITLE 21. HIGHER EDUCATION
- TITLE 22. LABOR AND SAFETY
- TITLE 23. BUSINESS AND OTHER ASSOCIATIONS
- TITLE 24. TRADE REGULATION
- TITLE 25. PROFESSIONS AND OCCUPATIONS
- TITLE 26. COMMERCIAL LAW
- TITLE 27. INSURANCE
- TITLE 28. FINANCIAL INSTITUTIONS
- TITLE 29. PROBATE

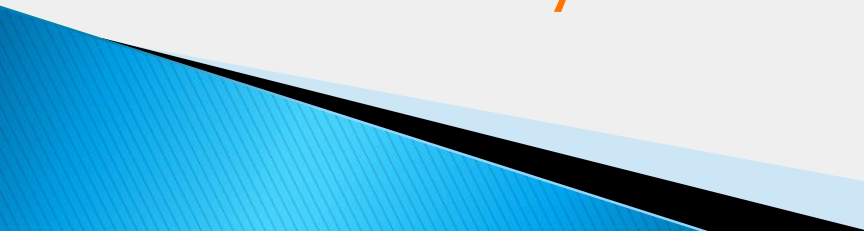
Trustee's Responsibilities

- » Indiana Code 36-6-4-2
- Indiana Code 36-6-4-3
- Indiana Code 36-6-4-5
- Indiana Code 36-6-4-11
- Indiana Code 36-6-4-12
- Indiana Code 36-6-4-13


Trustee's Responsibilities

- ▶ Reside within the township
 - ▶ Keep a written record of official proceedings
 - ▶ Manage all township property interest
 - ▶ Keep township records open for public inspection
 - ▶ Attend all meetings of the township legislative body
 - ▶ Receive and pay out township funds
 - ▶ Examine and settle all accounts and demands chargeable against the township
- 

Trustee's Responsibilities (continued)

- ▶ Administer township assistance under IC 12-20 and 12-30-4
 - ▶ Perform the duties of fence viewer under IC 32-26
 - ▶ Provide and maintain cemeteries under IC 23-14
 - ▶ Provide fire protection under IC 36-8
 - ▶ File an annual personnel report under IC 5-11-13 (100R)
 - ▶ Provide and maintain township parks and community centers under IC 36-10
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Trustee's Responsibilities (continued)

- ▶ Destroy detrimental plants, noxious weeds, and rank vegetation under IC 15-16-8
 - ▶ Provide insulin to the poor under IC 12-20-16
 - ▶ Perform other duties prescribed by statute.
 - ▶ **Maintain a general account showing the total of all township receipts and expenditures** (this is a total of all funds)
 - ▶ **Maintain the financial and appropriation record of the township, which must include an itemized and accurate account of the township's financial affairs.**
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Trustee's Responsibilities (continued)

- ▶ At the annual township meeting as described in IC 36-6-6-11
 - Present an itemized written statement of the estimated expenditures for which appropriations are requested.
 - Be available to answer questions from the legislative body and/or taxpayers.
 - Present a complete report of all receipts and expenditures of the preceding calendar year.
 - File a copy of this report, and all accompanying vouchers in the County Auditor's office.
 - Publish an abstract of this report in accordance with IC 5-3-1

Trustee's Responsibilities (continued)

- ▶ Reporting requirement per IC 5-11-1-4
- ▶ Nepotism and Contracting Policies per IC 36-1-20.2 and IC 36-1-21
 - In addition to what Ryan pointed out in the Gateway presentation, per IC 36-1-20.2-16 & IC 36-1-21-6 you are annually required to certify that you did not violate those policies.
 - Nepotism exception for townships (IC 36-1-20.2-15)
 - If the office is in your home, you can hire a family member, but they cannot receive more than \$5,000 in compensation for the year.

Before you take office!

- » Indiana Code 5-4-1-1
- Indiana Code 5-4-1-18

Before you take office!

- ▶ Pursuant to IC 5-4-1-1:
 - “Every officer...before entering...official duties, shall take an oath to support the Constitution of the United States and the Constitution of the State of Indiana...”
- ▶ Pursuant to IC 5-4-1-18:
 - “...the following...township officers...shall file an individual surety bond...Township trustees...”
 - Per IC 5-4-1-9, this is required before commencement of your term of office.

Before you take office! (continued)

- ▶ Official Bond requirements:
 - Approved by County Auditor (IC 5-4-1-8)
 - Filed with County Recorder within 10 days of issuance (IC 5-4-1-5.1)
 - Be payable to the State of Indiana (IC 5-4-1-10)
 - Amount shall be equal to \$30,000 for each \$1,000,000 or receipts during the last complete fiscal year (IC 5-4-1-18)
 - Minimum = \$30,000
 - Maximum = \$300,000 (unless approved)

Transfer of Office

»» Indiana Code 36-6-4-14

Transfer of Office

- ▶ When the term of office expires, the trustee shall:
 - Immediately deliver to new trustee all funds and property of the township, except records necessary in the preparation of the annual report.
 - Deliver, not later than the 2nd Monday in the next January, the annual report and any records retained.
 - Attend the annual meeting of the township board.

Compensation

» IC 36-6-4-17

Compensation

- ▶ A trustee is entitled to receive:
 - Salary
 - Reimbursement for expenses **reasonably** incurred for:
 - Operation of the office
 - Travel and meals while attending seminars or conferences on township matters
 - A sum for mileage as permitted under IC 36-6-8-3(b)
- ▶ A trustee may **not** make any other personal use of township funds without prior approval by the township board.


Compensation (continued)

- ▶ Other things to remember:
 - Salary can not be paid in advance
 - Salary cannot exceed the Salary Resolution adopted by the board (Form 17)
 - Salary for all employees (including board members) are required to have taxes withheld and a W-2 has to be given.

Township Board

»» Indiana Code 36-6-6

Township Board

- ▶ 3 Member board (except in Marion County)
 - Elected to 4 year terms
 - ▶ Must be reside in the Township
 - ▶ A majority constitutes a quorum
 - ▶ Must meet at the office of the trustee on the 1st Tuesday after the 1st Monday in January of each year (January 6th, 2015):
 - Must elect a Chairperson and a Secretary
 - Secretary is responsible for recording the minutes of the proceedings of each meeting in full.
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Township Board (continued)

- ▶ Must meet on or before the 3rd Tuesday after the 1st Monday in February (February 17th, 2015)
 - Consider and approve (in whole or in part) the Annual Report presented by Trustee.
- ▶ Must meet annually in accordance with IC 6-1.1-17 to adopt the township annual budget
- ▶ Must fix the compensation of all officers and employees of the township through the budget and on Form 17

Audit Process

»» Indiana Code 5-11-1-25

Audit Process

- ▶ Pursuant to IC 5-11-1-25, examinations shall be conducted biennially for townships.
- ▶ Types of Engagements:
 - Financial Examination
 - Federal A-133 Audit
 - Compliance Review
 - Investigatory Audit

Audit Process (continued)

- ▶ Entrance Conference
- ▶ Request of your records
 - Depends on engagement type, but will probably include:
 - Bank statements/reconciliations
 - Receipts
 - Claims/Vouchers
 - Board Minutes
 - Ledgers
 - Etc.
- ▶ Exit Conference
 - Update you on our findings and give you a chance to respond


Forms / Accounting Systems



Accounting Systems

- ▶ Manual Ledgers
- ▶ Computer Software
 - Needs to comply with Chapter XIV (14!) of the Township Manual
 - Output forms need to be consistent with approved forms

Forms

- ▶ Ledger
 - ▶ 17 – Resolution establishing salaries of Township Officers and Employees
 - ▶ Mileage Claim
 - ▶ Township Assistance Application
 - ▶ Capital Assets Ledger
- 

Questions?

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